

Madrid Academic Year 2009-10

Read this handbook **now** and again **before** you leave the U.S.
Consult it again before you register for classes overseas.

The usefulness of this handbook depends on student input.
If you find erroneous information, please contact overseas@indiana.edu.



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PROGRAM ADDRESS

Address: Programa de Indiana, Purdue y Wisconsin
Facultad de Geografía e Historia
Edificio B
Ciudad Universitaria
Madrid 28040 SPAIN

Office Telephone (from US): 011-34-91-544-7668

Fax: 011-34-91-544-1432

E-mail: wipmadrid@rect.ucm.es (Please note that this e-mail account is not active during July and August.)

Note that the office fax and the resident director's e-mail address and cell phone are for official communications only and should not be used for personal correspondence, family messages, etc.

Resident Director: Juan Egea
University of Wisconsin
Cell Telephone: 011-34-66-651-4610
Home Telephone: 011-34-91-758-3394

Assistant Director: Sra. María del Carmen Castaño
Home Telephone: 011-34-91-447-7820
mcastano@rect.ucm.es

Student Services Coordinator: Amy Olson

SEPTEMBER CONTACT INFORMATION

During September, academic year students will be housed at the Colegio Mayor Fundación SEPI, Avenida Gregorio del Amo, 2 in the Ciudad Universitaria. This is not a reliable mailing address. During September, mail should be sent to the program office. The Colegio Mayor switchboard number is 011-34-91-533-86-03.

INTRODUCTION

This handbook provides information relevant for all Wisconsin, Indiana and Purdue students going on the WIP Madrid semester or academic year program. Contact your school's study abroad advisor regarding general travel-preparation information, school-specific

academic program and degree requirements, tuition and program fees, scholarships and financial aid, and contractual arrangements.

You should use this booklet and other supplemental materials now as you prepare to leave and later while you are abroad. Since many student questions are addressed in this handbook, please consult it before contacting your study abroad office.

This handbook is also available on the web: www.indiana.edu/~overseas/programs/handbooks/madrid.pdf. The International Academic Programs Study Abroad Handbook for University of Wisconsin students can be found on the web: www.studyabroad.wisc.edu/handbooks/index.html. Purdue students can consult www.studyabroad.purdue.edu/ for information.

Goals and Objectives for Studying Abroad

The goals and objectives of a study abroad program are as diverse as the students, faculty, and administrators involved. Some goals may be common (e.g. language acquisition), while others may be more personal (e.g. becoming independent). Some goals may seem more important to some than to others (e.g. desire for academic integrity in course work vs. desire to travel).

Study abroad programs will provide a more enriching experience if they incorporate a wide range of goals. The first step toward the achievement of these goals is acknowledging and defining them before the program begins. Once you are abroad, the process continues with a structured and cooperative approach to achieving these goals. We've begun the process by outlining some goals for your program.

WIP Madrid Program Goals

- Competence with the Spanish language, and knowledge of Spanish literature, culture, history and the arts
- Integration into the academic and social environment of the Universidad Complutense de Madrid
- Immersion experience in a supportive environment
- Personal development and growth

Program Elements that Support these Goals

- Resident staff to provide personal and academic advising
- Program office located on host university's campus
- Special courses taught by Spanish faculty in area studies for program participants
- Attendance in University of Madrid courses with Spanish students
- Course work integrated into students' academic goals
- Volunteer opportunities available
- Cultural excursions to various regions in Spain
- Independently-arranged housing with Spanish and international peers

The Program in Madrid

TENTATIVE 2009-10 CALENDAR*

Arrival in Madrid (Academic Year Students)	Sept. 1
Fall Orientation	Sept. 1-5
September course	Sept. 4-30
Reunidas fall term	Oct. 1-Jan. 29
Winter recess	Dec. 18-Jan. 10
Arrival in Madrid (Spring Semester Students).....	Jan. 14
Spring orientation	Jan. 14-29
Reunidas spring term	Feb. 1- May 31
Spring recess.....	March 26-April 5
Final Examsthroughout June (last day June 30)

In addition, the following religious and national holidays are observed: Oct. 12 (*Día de la Hispanidad*), Nov. 1 (*Día de Todos los Santos*), Nov. 9 (*Día de la Almudena*), Dec. 6 (*Día de la Constitución*), Dec. 8 (*Día de la Inmaculada*), April 26 (*Día de San Isidoro*), May 1 (*Día del Trabajo*), May 2 (*Día de la Comunidad de Madrid*) and May 15 (*Día de San Isidro, Patrón de Madrid*). Holidays that occur on Fridays or Mondays usually create long weekends called *puentes*.

Once set and formally announced, the dates for classes and examinations are firm. They may be changed only in case of extreme hardship, such as a death in the family or serious illness of the student. You are not permitted to request changes to accommodate your travel schedule.

*These dates are subject to change. The student will be notified in advance if any changes are to be made.

TRAVEL & ARRIVAL INFORMATION

Academic Year Participants

September 1 is the official arrival day for academic year participants, and you must be in Madrid by then.

This spring you will receive details of the optional group flight from Chicago to Madrid, departing on August 31 and arriving September 1. A chartered bus will take group flight participants and their luggage from the airport to the Colegio Mayor. Information about phoning home, life at the Colegio, big city safety procedures and the schedule for the first few days will be distributed immediately.

If you do not travel with the group, you are responsible for arriving in Madrid on the day that the group flight arrives and reaching the Colegio independently no later than 11 a.m. or 12 p.m.. A cab from the airport will cost about 25 euros. This includes a supplementary charge of 5.50 euros for leaving from the airport. When the driver turns on the meter it will show an initial charge. Be sure you ask for a receipt (recibo) so that you are not overcharged. Take the first cab in line and say, “Voy al Colegio Mayor Fundación SEPI, en la Avenida Gregorio del Amo, número 2. Está cerca del metro Metropolitano.” Even experienced cab drivers may need this extra information to locate the dorm. It is in a maze of other dorms on the edge of campus.

Semester Participants

January 14 is the official arrival day for semester participants, and you must arrive in Madrid on that day. You will receive information about the group flight in your acceptance packets. If you do not travel with the group, you are responsible for arriving in Madrid on arrival day and reaching your homestays independently (see airport instructions above).

Plan to arrive in Madrid no later than 1 p.m. in order to attend the official WIP program orientation meeting. Place and time will be announced by email at a later date previous to arrival. The program staff cannot be available to assist you before the official arrival date. If you arrive early, you must make your own housing arrangements for the interim. You will receive detailed instructions about arrival in Madrid, housing and orientation for the first month of the program in a separate mailing.

Important note about the group flight:

When thinking about the booking the return trip of your group flight, you must keep in mind that return dates in June and July are extremely popular and space is limited. If you must be back by a certain date, you need to remember that Complutense final exam dates are not always available until late February or early March. By that time many of the return flights in June are full. We do, however, know that all Complutense exams are over by June 30th. This is a reliable date as to the end of possible exam dates for your Complutense classes. Therefore, if you reserve a return flight now, make it after June 30th or wait until you know the dates of your final exams keeping in mind that your ideal return date may not be available.

VISA AND RESIDENCY PERMIT

You will be required to have a Spanish student visa stamped in your passport when you arrive in Spain. Begin researching the application requirements at your consulate immediately and apply for your student visa as soon as you have been instructed to do so by your home institution. Your study abroad office will provide you with all necessary documents for obtaining this visa at a Spanish consulate in the U.S. since it cannot be obtained in Spain.

Spanish student visa regulations are getting more complicated and time consuming so you are advised not to leave the U.S. for any international travel before the program begins. If you must be out of the country more than a couple of days immediately prior to the program start date, there is no guarantee that the consulate will process the visa in time for your departure. For example, you should be aware that some consulates require a travel itinerary in order to apply, thus a plane ticket may have to be purchased before the visa paperwork deadline. In addition, if the period of study in Spain is longer than six months, certificate (s) by police authorities where you resided during the last five years, as to the absence of police record may be required.

If you will be studying abroad prior to the start of the program, please be advised that it is nearly impossible to obtain a student visa outside of the U.S. In addition, consulates and embassies outside

the U.S. are generally unfamiliar with student visa requirements as they relate to U.S. students and will often provide conflicting or incorrect information that will ultimately delay the visa application process and jeopardize your chances of obtaining a visa in a timely manner. Therefore, you should return to the U.S. to obtain your student visa.

Finally, keep in mind that students often have to surrender their passports to the appropriate consulate anywhere from several weeks to as long as two months or more before the program starts.

Year-long students must be sure to get a 90-day visa. After year-long students arrive in Madrid, the program staff will help you obtain the required residency permit (*carnet de estudiante*). This permit takes the place of the visa and allows you to legally live and study in Spain.

Spring semester students will not obtain this residential permit, so you must apply for a 180-day visa. The 180-day visa that will be stamped in your passport might say that it is a 90-day visa. Please verify that the length that is also mentioned in months (e.g. January-June) covers 180 days. As long as that part is accurate, it's not a problem if it says "90-day visa." Both year-long and spring semester students should apply for a visa with multiple entries which facilitates travel and re-entry in Spain.

Dual citizens of any EU country and the U.S. must obtain a visa as Americans. International students must contact the Spanish consulate and confirm visa requirements for your nationality. Due to the expenses involved, check with your international student office on campus prior to departure.

MADRID

Madrid, the political capital of Spain since the late sixteenth century, today has a population of nearly five million. It is located at an altitude of 2,200 feet, and on clear days the snow-capped Sierra de Guadarrama, rising to over 7,000 feet, is visible from the University campus. The climate is generally dry, with very hot summers and cold but not severe winters. Weather is most pleasant in May, June, September and October.

Madrid is a modern, dynamic, cosmopolitan city, which underwent

its first major expansion in the eighteenth and nineteenth centuries. It continues to grow and exhibit all the problems associated with urban areas: it is crowded and noisy, with too many cars and constant traffic jams. There is serious air pollution and the cost of living is high. Nevertheless, the city offers a good, inexpensive, public transportation system, so that travel around the city is relatively easy. (Buy a good bound guide to the streets of Madrid, called the *guia urbana* and use it to orient yourself the way *madrileños* do.) You must be alert for pickpockets on the Metro and take reasonable precautions on the street at night.

The city has abundant and varied restaurants and cafes, numerous theatres, museums, cinemas and parks including one of the world's most famous art museums, the Prado. Situated at the center of Spain's rail, air and highway networks, Madrid provides an excellent base for excursions. The WIP Madrid Program organizes excursions each year and encourages its students to take advantage of many other opportunities for individual travel within Spain. Among the major attractions within easy reach for a day trip are El Escorial, Toledo, Avila, Segovia, Aranjuez, Cuenca, Salamanca and Navacerrada (skiing), as well as other interesting small towns and villages.

You may find adjusting to a large city with its traffic, subway, and throbbing pace is as daunting as adjusting to a new language and culture.

ACADEMIC PROGRAM

The minimal course enrollment for the WIP program is as follows:

Fall: 15 credits

3 credits: September course

12 credits: Combination of classes for U.S. students through Reunidas and Complutense courses (3 credits minimum)

Spring: 15 credits

Combination of classes through Reunidas and Complutense (6 credits minimum)

September Course

Academic year students are required to participate in a 3-week preparatory language and culture course given in conjunction with other American programs during September. Classes, held either all morning or all afternoon on Monday, Tuesday, Thursday, and Friday, include work in Spanish politics, art history, and history, as well as Spanish grammar and composition. All classes are taught in Spanish, so you will get some practice in following lectures and taking notes in Spanish. Three hours of graded credit will be granted on successful completion of the September Course. (S317 Spanish Conversation at IU; SPAN 302, 401 or 402 at Purdue; the next course in the Spanish language sequence at Wisconsin). During this period, WIP organizes

Student Advice

“[You should do] more studying and outside research on your own in Spain.”

guided bus and walking tours of Madrid and one or more group trips to nearby points of interest such as Segovia or Toledo. You will use free time in September to find permanent housing and explore the city.

January Orientation for Spring Students

All WIP spring program students are required to participate in an orientation program that will be given by the staff of the WIP office in Madrid and Spanish instructors. It includes practical advice for living in Madrid, and lectures on Spanish geography, grammar, politics, history and art history.

Course Load

Each semester you must enroll as a full-time student and complete a minimum of 15 credits per semester. In September and January you will meet with the Resident Director to discuss your planned course of study and work out a feasible schedule from the Reunidas and Complutense courses available. Follow as closely as possible the proposed schedule you planned with your advisor before leaving the United States. Students who apply themselves have achieved academic success in their courses.

Reunidas Classes

Universidades Reunidas (www.ucm.es/info/reunidas/) is a consortium of American universities that has been in operation for more than 40 years and offers about 30 special three-credit courses

in the humanities and social sciences for American students only. All courses are taught in Spanish by University of Madrid professors in the Geography and History building, where the WIP program office is located. The Spanish professors selected to teach Reunidas courses have extensive experience working with foreign students. They are aware of your linguistic level and sensitive to the importance of providing you with background explanations and supplementary descriptions that would not be necessary for Spanish students. Academic expectations in Reunidas classes (a syllabus, midterm and final exams, homework assignments, attendance policies) are similar to those in U.S. classrooms. In selecting Reunidas classes you may refer to a large collection of course descriptions in the program office from previous WIP students. You are encouraged to sit in on many Reunidas classes in the first week to get an idea of the teaching style and course expectations. For more information about Reunidas (courses offered, syllabi, class schedules, etc) check out the Reunidas web page at: www.ucm.es/info/reunidas/.

Spanish Instructional Style

Be prepared to adjust to a different instructional style in Spain. Learning within a different cultural context is one of many important study abroad experiences. Expect less class participation than in the U.S. The Spanish educational system does not stress critical thinking as much as its American counterpart. Instead,

special attention is given to students' ability to assimilate and reflect accurately the reading and lecture material. Most professors do not solicit student comment in class or out. The traditional Spanish educational system may be better characterized as “give and return” than “give and take.” Nevertheless, many Spanish professors enjoy working with Americans who participate in a more dynamic learning environment. If you want to participate actively in your classes, take the initiative. Regular class attendance is important. Reunidas professors are asked to inform the Resident Director if you miss more than three class hours, and absences in excess of three class hours will have a negative impact on course grades. Note that final exams for first semester do not take place until January. This schedule cannot be altered to accommodate vacation plans.

Student Advice

“Many Spanish profs are discovering the benefits of class discussion and two-way learning. The amount of memorization can be shocking, but it's part of the cultural adjustment.”

Reunidas Courses (tentative)

The following is a tentative list of courses offered by semester. You must consult the exact course offerings and the class schedules in Madrid with the Resident Director.

These classes are offered either fall or spring semester unless it lists spring and fall both in parenthesis. In these cases the student may take the class either semester since the material covered is not the same.

Please consult the exact course offerings with the Resident Director in Madrid. Also, see www.ucm.es/info/reunidas/services.htm.

Student Advice

“Amount of busy work is almost completely eliminated, grades are based on 1-2 exams and possibly a paper.”

Arts and Philosophy

Pintura española en el Museo del Prado (Fall and Spring)

Arte español del siglo XX (Spring)

Taller de teatro español contemporáneo (Fall)

El cine español (Spring)

Filosofía: Ética (Spring)

Filosofía Española Contemporánea: Ortega y Unamuno (Fall)

Filosofía y literatura (Spring)

Spanish Literature

Literatura española (Fall and Spring)

Literatura hispanoamericana (Fall and Spring)

Cervantes (Spring)

Literatura española del Siglo de Oro: Teatro (Spring)

Poesía, narrativa, y teatro en la literatura española: siglo XX (Spring)

La mujer en la literatura hispánica (Fall)

Spanish Language

Gramática española avanzada (Fall)

Composición (Spring)

Español de los negocios (Spring)

Fonética (Fall)

Dialectología (Spring)

Introducción a la lingüística (Fall)

Sintaxis comparada inglés/español (Fall and Spring)

History

Historia general de España I: 1492-1808 (Fall)

Historia contemporánea de España: 1808-present (Spring)

Historia de Hispanoamérica (Spring)

El Islam en España: Perspectiva Histórica y Cultural (Spring)

Social Sciences (Political Science, Economics and Geography)

Análisis político y económico de la España actual (Fall)

Relaciones internacionales y política exterior de España (Fall)

Service Learning: Cambios sociales en la España actual (Fall)

Los sistemas políticos europeos: El modelo español (Spring)

España en el mundo global (Spring)

Geografía de España: Análisis socioeconómico y territorial (Fall)

Etnología de América (Spring)

UNIVERSITY OF MADRID

The University of Madrid is organized on the basis of several semiautonomous schools called *facultades*, which vary in size from a few hundred students to several thousand. The university's total enrollment is well over 150,000 students. Most of the *facultades* are located in the *Ciudad Universitaria*, which encompasses an extensive area on Madrid's western edge. Some of the present buildings date from before the Civil War (1936-1939) when most of the old campus was destroyed. Each *facultad* has its *decano* and administrative staff and seems to operate quite well on its own. There is a rector (roughly equivalent to the president of the university) who has his own office complex (*Pabellón de Gobierno*) near the Plaza de la Moncloa. The University of Madrid (also called **La Universidad Complutense de Madrid**) is the national university (practically all other Spanish universities are state institutions) and, like all other educational

institutions in Spain, is ultimately under the control of the Ministry of Education.

Student Advice

"Workload is about the same except that it is spaced differently."

The *facultades* have their own facilities and courses of instruction. The program of studies for Spanish undergraduates is generally referred to as *primer ciclo* (first, second and third *cursos*) for the first three years and as *segundo ciclo* (fourth and fifth *cursos*) for the two remaining years.

Complutense Courses

In addition to Reunidas classes, you will take Complutense courses. These are regularly-scheduled University of Madrid classes with Spanish classmates. While Reunidas classes have the advantage of greater structure and a more familiar academic environment, it is also important for you to participate in the Spanish university system. Complutense offerings span a full range of depth and breadth in world geography and history (including area studies), world literature, anthropology, philosophy, and economics, and most courses carry three credits. Complutense courses typically start several weeks after Reunidas classes begin. Final exams, which may include an oral component, are scheduled in January and June. Mid-term examinations are customary. Classes normally meet either Monday and Tuesday or Thursday and Friday. Wednesdays are often used for AAD activities (*Actividades Académicamente Dirigidas*) for your classes such as discussion sessions, field trips, visits from speakers, or other activities.

Note that courses taught in English with readings in English do not satisfy the program's Complutense course requirement.

Although opportunities exist to study other foreign languages in Madrid, WIP students are limited to advanced courses in literature, culture, civilization, history of the language, or advanced linguistics that are taught in the foreign language, not beginning and intermediate language courses. (UW students must refer to their IAP Study Abroad Handbook for more information on policies regarding third language classes.)

Choosing Complutense Courses

Prior to your departure for Spain, take advantage of Complutense course lists available at your school's study abroad office or on their

Web site to make some tentative plans regarding the Complutense courses you will pursue. The Complutense University Web page should be consulted in order to familiarize yourself with what you will find on campus. Especially useful are the different Web pages of the schools (*Facultades*) where you may be taking your Complutense courses. By checking them, you may be able to have some idea of the classes you would like to take in the Complutense planned in advance. The main page is: www.ucm.es. If you look under the menu on the left-hand side, then choose *Facultades y Escuelas*, you will be given a list of faculty (school) buildings from which to choose. The faculties (schools) where WIP students pick their courses from are the following three:

-Facultad de Filología: www.ucm.es/centros/webs/ffilo/

-Facultad de Filosofía: <http://fs-morente.filos.ucm.es/>

-Facultad de Geografía e Historia: www.ucm.es/centros/webs/fghis/

If you would like to directly consult the lists of classes, the study plans for certain majors here, the course content and syllabi, then you can consult each *Facultad* independently. Keep in mind that the credits listed for the courses here do not apply to us and should be disregarded. The Spanish system has a completely different number of credits for their classes and do not correspond to the American system.

To access this information, you must click on the *Facultad* you wish to see and then once the page opens follow the next link inside.

1) For *Geografía e Historia*: Consult the menu on the left-hand side that reads *La Facultad*, click on *Alumnos*. You can consult plans of study and also class schedules (*Horarios*) once they are updated.

2) For *Filología*: Here you will have access to all of the languages offered and the courses in literature, with a description of the courses and levels. You must follow the regulations about taking other foreign languages besides Spanish which are outlined in this manual.

You may also find class schedules once they are updated by clicking first on *Alumnos* and then on *Clases* and finally on *Horarios de Titulaciones*.

For specific courses in Spanish language and literature, click on *Filología Hispánica*.

3) For *Filosofía*: Once in the web page, scroll down and consult the menu on the left hand side. Under the heading *Licenciatura* you will find the plans of study as well as the class schedule (*Programación Académica*) once times have been updated.

Here you will find the description of all of the classes offered in this Faculty. You may also find the class schedules once the times have been updated.

In Madrid, talk with the Resident Director to focus on areas of interest or competence, visit the relevant Complutense departments to find posted notices of class times and meeting places, and attend as many classes as possible before deciding which course to take. Talk to the professors to get a sense of their style and accessibility. Challenge yourself. Seize the chance to study topics available only in Spain. Advanced classes with smaller enrollment may provide better academic opportunities and more individualized attention than large introductory lectures.

Succeeding in Complutense Classes

Once you have selected your Complutense courses, introduce yourself to the professor and find out exactly what is expected of

Student Advice

“There is less structure, which forces you to study. It is up to you.”

you. As a general rule, there will be no daily assignments or required readings and you may not receive a detailed syllabus, so you will have to ask the professor to clarify course requirements, and then set your own pace. Spanish university classes place

emphasis on the professor’s lectures, class notes, complimentary readings and even more on independent research.

Try to sit with Spanish, not American, students. Most WIP students find Spanish students friendly and quite willing to share their copious notes, if asked. Arrive for class early so you can sit near the front of the room. You will be able to hear and understand the teacher much better. If you have not previously mastered the *vosotros* verb forms, study them, because they are constantly used in Spain.

Do not be deceived by Complutense students’ apparent relaxed attitude toward class attendance. They are accustomed to independent study culminating in comprehensive annual examinations, which they are allowed to retake the following fall (American students are

not allowed).

You should expect that you can do as well academically in Madrid as on your home campus if you apply yourself seriously. This generalization becomes highly problematic if you miss classes or exams or fail to take your studies as seriously as the Spanish professors assume you will.

Tutorials

WIP provides tutorial assistance for Complutense courses throughout the semester. The purpose of the tutorials is to help you clarify and complete lecture notes, help explain basic entry-level concepts and vocabulary of the discipline in Spanish, and help you identify and locate bibliography for exams, papers and projects. The WIP program strongly encourages students to meet with tutors for their Complutense classes.

FINAL EXAM SCHEDULE

The final exam schedule for both Reunidas and Complutenses courses will not be released until after students arrive in Madrid. Students should NOT plan to leave the program prior to the last day of June and should schedule their return flights no earlier than July 1. Students are not permitted to re-schedule exams in order to depart the Madrid WIP program prior to the dates that individual exams are set. Re-taking exams is not allowed.

PASS/FAIL POLICIES

Academic year students normally have until Dec. 1 to declare a fall semester course pass/fail and until March 31 for second semester courses. The pass/fail deadline for year-long Complutense courses is Dec. 1, although most courses are now semester-length. Be aware that these dates are tentative, and as such should be used only as a guide. Each summer the Madrid staff determines the dates for the following academic year, and these are adjusted according to the dates of *Semana Santa* (Holy Week). (Note: Data show that WIP students who take their Complutense courses for a letter grade tend to achieve better results than students who choose to exercise the P/F option.)

Purdue: During the academic year, Purdue students may take one course each semester on a pass/fail basis. Only free electives may be taken P/F.

Indiana: IU students may opt for pass/fail grading in the equivalent of one course each semester as long as the courses are elective in nature. (Pass/fail credits satisfy no requirement except hours toward graduation.) Courses in your major may only be taken as pass/fail once you have satisfied all major requirements.

Wisconsin: Juniors may take one pass/fail course each term, while seniors are permitted two pass/fail courses each term. Pass/fail courses are considered elective only. No courses in the major department may be taken pass/fail, even if they will not be used to meet requirements. Consult the IAP Study Abroad Handbook for more details about the pass/fail option and other grade issues.

WITHDRAWAL FROM THE PROGRAM

Each university has different policies regarding complete withdrawal from the program. You **MUST** consult the WIP program administration and your home campus study abroad office before withdrawing from the program to learn what the implications are for your academic record.

LIBRARIES

In general, Spanish libraries are not as conducive to study as their American counterparts. Most libraries in Madrid (as in most European cities) are overcrowded, noisy, or uncomfortable in order to work in them you might have to acquire a membership card, which can be obtained with ID and passport.

There is no central University of Madrid library, and the individual *facultad* libraries tend to be crowded, especially at exam time. You will find it necessary to arrive early to get a seat at the library in your discipline, and you may find it somewhat cold and unpleasant in midwinter. There are few open stacks; you will often be asked to submit a written request to an attendant, who will bring the book to you. Books are in great demand and can be checked out for only a few days. In short, you must be ready to forget the comfort of central U.S. university libraries as you know them and adjust as European

students do. This means making sufficient allowance in your budget for buying books. Nonetheless, total book costs in Spain are far less than those at U.S. universities. Spanish or history majors have a wonderful opportunity to begin a private collection of basic works through Madrid's many excellent bookstores.

COMPUTER USAGE

There are university computers available for academic and investigative use. They may be used to type papers and projects, as well as to perform searches on the internet while doing research projects. E-mail is permitted but is limited by very strict guidelines that must be read upon arrival. It is not permitted to chat or misuse e-mail privileges. If any of the usage rules are disobeyed, the computer lab will revoke your privileges for the remainder of the academic year.

Most Spanish university students (as well as WIP students) use *salas de internet* or internet cafés to access their e-mail, chat, or surf the web. These cafés are located throughout Madrid and charge hourly rates. Discounted *abono* rates are also available for internet access. Take along the email addresses of your academic advisors, professors, and friends.

Students that own laptops can bring them to Madrid. The WIP office building has a wireless network (WiFi) and laptops will have wireless internet access in this building that they can register to use once classes begin. WiFi networks in Madrid are still limited at this time, but they are becoming more common. Many cafés will charge you an hourly rate and allow you to use your laptops there. A serious word of caution, however: laptops continue to be a luxury in Spain. They draw considerable attention from thieves and pick pockets in public. Their use should be limited to your apartment and buildings on campus, and great care should be taken while carrying them on your person. If it is obvious that you have a laptop on you someone may try to take it from you if the opportunity presents itself.

STUDENT ACTIVITIES

Although the University of Madrid is located in what is called the *Ciudad Universitaria*, it is not a campus in the American sense of the word, for it offers few organized student activities. Instead, the

university is more like a commuter campus, and you will do little more there than attend classes, go to the library or the snack bar of the *Facultad*, or stop by the Program's office between classes. Most of the *facultades* do have active sports club where you can make friends and continue to play your favorite sports. Bring at least the basic clothing and gear. Past WIP students have joined student soccer, basketball, rugby and volleyball teams.

Volunteer opportunities afford students a unique opportunity to get to know aspects of Spanish culture that would otherwise be invisible and they provide a chance for you to use your language skills in practical ways while contributing something to Spanish society. Students have found these unique opportunities very meaningful in enriching their portfolio of life experiences.

You will find volunteer opportunities in Madrid through *Solidarios para el desarrollo* (www.ucm.es/info/solidarios) at the University of Madrid, the Instituto de la Juventud, or through one of many ONG's (*organizaciones no gubernamentales*). Information about these groups is available in the WIP program office. Most volunteer organizations require the minimum of a six-month commitment from students in order to participate. If you are interested in volunteering while you are in Madrid, you will need to inquire about volunteering opportunities immediately upon arrival in order to be considered.

Each "school" in the University has its own bookstore where textbooks can be purchased (with student ID) for a 10% discount, and Madrid has hundreds of bookstores (*librerías*). Travel agencies are located throughout the city, and many have great deals on flights or package trips throughout the year. TIVE, a national student union, runs a travel agency near the University campus (c/ Fernando el Católico, 88, metro: Moncloa). The TIVE office offers good student rates, but make reservations early for popular travel times. You should also check ASATEJ and FOROCIO (metro: Sevilla) and FUNIVERSAL (metro: Alonso Martínez)

There have been few student strikes and demonstrations at Spanish universities in recent years, but, when they occur, it can be both politically and physically dangerous for you to be involved.

Life in Madrid

HOUSING

Academic year students: In September you will be housed in single rooms in a *colegio mayor*, a high-rise student residence hall on the Complutense campus. Other international students and Spaniards who are retaking final exams will be in residence with you. Your program fee includes three meals a day, except for Sundays and holidays, until the morning of the scheduled move-out day. It also includes a laundry service.

You may remain in the *colegio mayor* until the third week of September. It is not uncommon for a student who has not found housing during the first month to stay temporarily in a *pensión* or *hostal* rather than make a hurried commitment to a poor housing choice.

Spring semester students: Your program fee covers a private room in a Spanish household with breakfast, supper and laundry for the first month in Madrid. Semester students seek other housing alternatives after the first month, but also have the option of staying in their initial placements. Let Tandem-Europa Plus know soon, by the end of the second week, if you want to stay with the same family for the rest of the semester. Financial arrangements will be worked out directly with T-E Plus. You'll receive more details in upcoming correspondence.

Housing Search

During the month of September (or January, for semester students) you will decide what kind of housing arrangement you prefer for the remainder of your stay—apartment or private residence—and whether you want a roommate. Generally, these decisions can best be made after you know what Madrid is like and what the choices imply.

The WIP program staff will actively assist in the search for long term housing by providing resources and strategies. They will pass along recommendations and evaluations from former students and a list of current houses available through program contacts, assist you by providing the different Web pages that post housing ads and showing you how to use them in orientation, indicate the locations of the most frequently used bulletin boards, assist you with housing

vocabulary, help you evaluate various neighborhoods, etc.

Ultimately, the initiative and the effort rest with you. You must read and respond to housing ads, search out and post bulletin board notices in and around the *facultades* (*estudiante norteamericano/a busca...*), pound the pavement in areas where you'd like to live, ask *porteros* (doormen) about neighborhood vacancies, etc. Finding housing will be one of the most significant and difficult challenges you will face during the first months in Spain. Don't panic, however. There will be plenty of free time for you to seek housing. In the fall of 2008, the majority of the students found a place within 15 days after seeing an average of 11 apartments.

Most WIP students select housing that is an average commute of 20-50 minutes from the university. Most have single rooms with access to a washing machine (but no dryer), telephone (for incoming calls only, although most landlords presume that their tenants will use cell phones) and television set. Closet space is limited. Apartments have central heat and city gas for cooking, but some rely on butane tanks that have to be replaced every two weeks for cooking and hot water. Furnishings in apartments and private homes include bedding (but not towels), shower curtain, hangers, kitchen utensils, microwave, study table and usually a study lamp. Rugs, irons, and ironing boards are less common. Internet is available in some apartments, but is still not the norm.

Important Note: All legal and financial responsibilities for rental agreements rest solely with the students involved. The Program staff can serve only in an advisory capacity. You are ultimately responsible for choosing your housing. But you may wish to have the WIP staff review any leases or contracts before you sign them.

Apartments

Most all WIP students live in apartments. The freedom that apartment living offers, the chance to live with Spanish and Hispanic students, the opportunity to interact with the culture in securing everyday goods and services, the freedom to cook what and when you want, and the chance to budget your living expenses, make apartments the most preferred alternative. You can locate apartments with Spanish students by consulting several apartment search Web pages that you will be given upon arrival in the housing section of your Madrid on-site manual. In the housing orientation, these Web pages will be discussed and their use explained. It is best to wait to search for housing until after the orientation here explores the best ways of searching and what to look out for.

Finding an apartment in Madrid is just as hard as finding one in a big city in the U.S.; it requires patience. Use the same caution in selecting compatible roommates (whether Spanish or any other nationality) that you would use at home. For example, most Spaniards smoke. Decide in advance whether this is an acceptable characteristic in a roommate.

You are required to pay the first month's rent in advance, and many landlords also require a security deposit (*fianza*) equal to one or two months of rent. Others require a twelve-month lease (or its equivalent in price spread over a nine-, ten-, or eleven-month period) when a shorter lease is all you want. The cost of utilities (*gastos*) will vary according to the use of telephone, gas, hot water, and electricity by all who live there; abuses are shared by all. As in the U.S., moving into an apartment necessitates buying miscellaneous items to set up housekeeping, which makes the first month the most expensive. The appendix at the end of this handbook lists questions you will find useful in your housing search.

Room in a Private Home (Casa Particular)

Home will be an apartment (*pisos*) rather than a house, for almost all families live in buildings of seven or eight floors. A family may be composed of a father, mother, and one or more children, or it may be an older couple with children away from home. In many cases, the family consists of a *señora*, usually a widow with or without children. The program counsels students to avoid homes with only one person, or where there are more than two American students.

In a *casa particular*, you will have to adopt your family's daily schedule. In most instances, this means a light breakfast of coffee and bread, a heavy midday meal at 2-3 p.m. and a light supper anywhere from 9:30-11 p.m. Frequently, you will need to eat a light snack (*merienda*) about 6 p.m. This light meal is not included in the monthly charge. You will go to a cafe or bar with friends as most *madrileños* do in the late afternoon. Monthly charges for living with a family include two or three meals daily (negotiable) and laundry.

Getting used to a big city, living in an apartment and a new day-to-day schedule are only part of what it means to live with a Spanish family. The most important ingredient is the personal relationship that can develop between you and the family members. Some students are accepted almost as sons and daughters. Such a relationship is built on mutual understanding and consideration. Students in this situation not only observe the customs of not bringing friends of the opposite

sex to the house, not asking to use the telephone (very expensive in Spain), not staying out too late, etc., but also extend certain much appreciated courtesies—calling when they are going to be late for a meal, not wasting electricity, paying rent on time, etc. They and the family may exchange gifts at Christmas, and the family may invite them on outings and to special family events.

However, not all students and their “families” achieve a close relationship; instead the union remains basically a business arrangement. In these cases, the *señora* may worry about excessive use of hot water, toilet paper, and electricity. The student in turn may become overly conscious of what is “owed” to him or her. If this happens, a change of housing may be indicated.

HEALTH INSURANCE

Program fees paid by WIP students include a group health insurance policy that will cover a range of medical situations, including emergency medical evacuation. All students will be required to pay in cash immediately after all medical treatment and then apply for reimbursement from the U.S. insurance company.

MEDICAL CARE

Upon arrival you will receive the names and phone numbers of recommended doctors. The American Association of Programs in Spain has negotiated reduced rates for its students with the Unidad Médica Anglo-Americana and with the Interclinic-Cincinnati; both have English-speaking internists and specialists. When hospitalization is required, the Unidad Médica medical group can arrange all necessary medical services. Similar arrangements can be made for non-routine dental care and extractions. When you go to a clinic or physician, take along the necessary claim forms to be filled out for insurance reimbursement.

MONEY AND BANKING

The European Union monetary unit is the Euro. The euro functions similarly to the U.S. dollar in that it is subdivided into 100 cents. There are eight euro coins denominated in 2 and 1 euros, then 50, 20, 10, 5, 2, and 1 cents. Each euro coin has a common European face and a face designed by each country that can be used in every

country. There are seven euro notes which are differently sized and colored, and come in denominations of 500, 200, 100, 50, 20, 10, and 5. The notes, unlike the coins, do not have national sides and are completely uniform. For more information on the euro and related topics, locate the Web site: <http://europa.eu.int/euro/entry.html>.

- **Bring an ATM card and its four-digit PIN.** With it you can withdraw funds directly from your U.S. checking account at many ATM machines in Madrid and throughout Europe at very favorable exchange rates. Be sure to check with your bank to see if you need an international PIN. The Cirrus network works the best in Spain, so request a card within that network. European keypads do not have letters, so know your 4-digit PIN numerically. *Important Note:* Prior to your departure from the U.S., check on the ATM fees that your home bank will charge you abroad. Often they charge a surcharge and commission every time you take money out. You also must alert your bank of the dates you will be studying abroad. Otherwise, they may cancel your card once they receive international charges thinking that it has been stolen or is being used fraudulently.

- **Bring the checkbook (with a generous supply of checks) from your U.S. bank account.** One bank, the Banco Santander, Rodríguez San Pedro Branch #262 (Calle Rodríguez San Pedro, 72), where the WIP program has its account, permits WIP students to open a bank account there if they choose to do so. If you decide to open an account there, you will be allowed to write a personal check to yourself from a U.S. bank account and deposit the money in your new account in Spain. This makes international wire transfers from the U.S. unnecessary. Your family can simply deposit dollars in your U.S. checking account, and then you can get access to the funds by writing a check to yourself in Madrid and depositing the money in your Spanish bank account. (Obviously, the system works only if there is money in your U.S. account!)

After an account at the Banco Santander has been established, you will receive the Tarjeta 4B cash/debit card that provides 24-hour access to your account at thousands of locations in Western Europe. The combination of a checking account (to which you can deposit money by writing a personal check on your U.S. bank account or transferring funds from the U.S.), a 4B cash/debit card, and an American credit card will make access to your money in Spain virtually trouble free.

• **Bring a credit card with a four-digit personal identification number (PIN).** VISA and MasterCard (students have had mixed results with American Express and Diner's Club) are accepted for purchases and services, and can also be used to obtain cash advances but at a much higher rate than using an ATM card. Charges are billed to your account in the U.S. Visa is the most widely accepted bank card in Western Europe. Before leaving for Spain you must contact your credit card company and give them the dates that you will be out of the U.S. and notify them that you will be using your credit card while you are there. That way they will accept international charges on your card without suspecting that it may have been stolen and is being used fraudulently.

• **About traveler's checks.** Traveler's checks are not common in Spain and are only practical if you want to deposit them into the Spanish bank account you will have the opportunity to set up once you are there (please read above). Some students have brought them in case of an emergency but they cannot be used in stores. American Express traveler's checks are recommended, since there is no commission at the bank when you cash or deposit them. VISA traveler's checks DO have a commission. However, students report that they rarely used their traveler's checks. They relied on their ATM cards. Of course, those students who had situations where they were not able to use their cards and had to rely on traveler's checks to obtain money were very glad that they brought them along.

IMPORTANT NOTE: Third-party checks (e.g. financial aid and personal checks from relatives back home) are not easily negotiable in Spain! Arrange to have these funds deposited to your account in the U.S. and then access the funds in Spain via one of the means mentioned above. Money orders from the U.S. are not accepted. However, there are several Western Union offices in Madrid that can be used as long as the sender gives you a tracking number. You will receive information in your welcome materials in Madrid about this, as well as about other options of accessing money.

TELEPHONES

Cell phones (*móviles*) are very common in Spain. Many student apartments do not have telephones, and pay phones can be expensive. As a result, many WIP students choose to buy cell phones in Spain. There are a number of service providers, each of which has stores throughout Madrid where you can learn about rates and payment

plans. Instead of signing a long term contract for phone service, most WIP students use *tarjeta* payment plans that function like prepaid or debit systems. You can purchase or recharge phones at such major stores as El Corte Inglés or FNAC. It is cheaper to call others with the same service provider so you may want to factor that into your decision before purchasing a phone. Text messaging is an even cheaper method to communicate via cell phone. Ask your provider about text message features.

Upon arrival you will receive information on a cell provider called APELCOM that offers reduced rates through a student telephone network. You will be given the information on costs of renting a phone and prices for making calls during their presentation. This is optional and you will be given a chance to compare prices with other direct providers. Consult the APELCOM webpage for more information: *www.apelcomcell.net*.

In addition, before you leave the U.S. you may wish to obtain a calling card from your long distance carrier. With it you can dial a special code on any Spanish telephone, place an international call through an English-speaking operator, and bill it to your card or to the number you telephone. There are also inexpensive calling cards including “Eurocity cards” and “Happy Cards,” which can be found at the Metro Sol or in any *locutorio*.

PUBLIC TRANSPORTATION

You will save a lot on metro and bus transportation with a combination bus and metro pass called the *abono transporte*, which is a laminated photo ID card that contains a pocket for the small cardboard pass that you purchase at a significant discount each month. You must have both the photo ID card and the monthly pass on your person when you use the public transportation. Neither one is transferable; both of them are personal and correspond to a specific passport number.

Your study abroad office will immediately ask you to submit three photos of yourself and three photocopies of the passport page that has your name on it. If you submit the materials promptly, the Madrid staff can arrange speedy access to banking and have a Madrid student bus pass ready when you arrive. If you do not, this pass will be delayed, creating extra work for the WIP staff and yourself. In addition, you run the risk of not having the time to prepare your pass for use upon your arrival.

VOLUNTEERISM

Program participants have told us that volunteering in local social agencies helped them get better integrated into the culture. A number have also found *intercambios* (language partners) a useful way to improve their language skills. The program maintains information about volunteer possibilities and *intercambios*. Although it may be challenging to find the right situation and get involved, you will find these opportunities rewarding in the end. Students who spend the year only with other program participants regret leaving Madrid without getting to know the city and its inhabitants.

PACKING

Pack light! European students do not vary their dress as frequently as students in the U.S. do, and closet space in Spain will be limited. The Madrid winter is seldom severe, but it is sometimes wet and cold. Indoor heating is often inadequate, so bring warm, lightweight clothing you can wear in layers. The effect should be casual and comfortable, but not sloppy. You can purchase almost any item of clothing in Spain, although some are more expensive there than in the U.S. Cosmetics, feminine hygiene supplies, razors, contact lens solution, etc. are widely available, but more costly.

Student Advice

“Pack light, because most Spaniards wear the same clothes over and over again and because you'll need room in your suitcase for souvenirs. Avoid bringing clothes composed of cotton only. Pack polyester. Cotton takes way too long to dry, whereas polyester can dry overnight. (Don't expect to have a dryer; in Spain it's still a luxury).”

Spanish students dress much like their peers on U.S. campuses; except that they do not wear sweatshirts, sweatpants, or baseball hats to class. Otherwise, plan on dressing in the same style comfortable for you in the U.S. One semi-formal outfit is recommended for special occasions like dining out in a nice restaurant.

Packing Suggestions

- Clothing that is easily washed and drip-dried (Dryers are not common in apartments.)
- Warm winter coat, rain coat, gloves, scarf, travel umbrella

- Sports clothes for the activities you enjoy
- Sturdy shoes (You'll do lots of walking.)
- Thermal underwear, slippers, robe
- Swim suit
- Shower shoes (for use in the *colegio mayor* and host families)
- Two bath towels, two washcloths
- A year's supply of women's pantyhose or tights (It can be hard to find the right size.)
- Toiletries (only if you are particular about American brands)
- MP3 player, iPod or Discman that uses batteries. Batteries are expensive in Spain, bring a supply if necessary
- CDs of your favorite music
- Good electronic dictionary for English-Spanish such as the Franklin Miriam Webster Spanish-English Dictionary or a computer dictionary on CD rom.
- Materials from Spanish culture courses
- Lonely Planet Guide to Spain; Let's Go: Europe; Let's Go Spain, Portugal and Morocco*, or other good student-oriented travel guide
- Camera
- Journal or diary
- Addresses and photos of family and friends back home
- Map of the U.S. for sharing with host family and Spanish friends

Overseas Tip

Before traveling too far, check out these sights and activities in Madrid:

- Basílica de San Francisco el Grande
- Casa de América
- Centro de Arte Reina Sofía
- Jardín Botánico
- Museo Arqueológico
- Museo Thyssen-Bornemisza
- Museo del Ejército
- Museo del Prado
- Palacio Real
- Parque del Retiro
- Plaza Mayor
- Real Monasterio de San Lorenzo de El Escorial
- San Nicolás de las Servitas

- Checkbook from U.S. bank account
- Paperback cookbook, favorite recipes and a conversion chart from American measuring cups and spoons to metric units
- Small items you can use for gifts
- Money belt or money neck pouch
- Locks for luggage and backpack
- Thermometer and remedies for colds and minor intestinal disorders
- Latex condoms and other birth control supplies
- Copies of prescriptions for eyeglasses and contact lenses
- Prescriptions for medications written clearly in generic (not brand name) terms, with the chemical composition *clearly* written
- All manuals and materials given to you by your study abroad office

Computers: You will find word processing, e-mail, and printing facilities accessible throughout Madrid at reasonable hourly rates, but you may wish to bring a laptop computer if you have one. Spain is primarily a PC country with few MacIntosh computers, so Mac users should bring their own printers. Be certain that any computer is already set up to run on 220 current (most are). Then all you will need is the adapter plug that fits into Spanish wall sockets (available in Spain).

Do not mail your laptop or printer. If you do, you may have to pay a duty on their commercial value, which is high. Instead, bring the laptop and printer with you on the plane. Be sure the battery is charged, because airport security personnel may ask you to prove that the computer works.

Do not pack:

Bedding. In Spain, bed linens are provided in about half the housing. You may purchase them in department stores when necessary.

Electrical appliances. The U.S. operates on 110 volt alternating current (AC), whereas Spain (and much of the rest of the world) runs on 220 volt AC. As a result most U.S. electrical items do not work in Spain because the motor runs twice as fast as it is designed

to do and is soon burned out or damaged. Check to see that your hair dryer is dual voltage, and bring an adapter plug.

If you plan to take a camera, computer, or watch with you, carry a receipt showing U.S. purchase or check with U.S. customs to avoid the risk of paying duty when you return home. You may want to consider getting insurance for expensive appliances (e.g. laptop computer). Check with your insurance agent.

Student Advice

“For women-if you don't want to stand out, bring nice clothes to wear. The majority of women dress elegantly. Jeans look nice if matched with nice sweaters or shirts. Bring plenty of under-clothes because they're expensive here.”

SHIPPING

If you must ship items to Spain (not recommended), address packages to the program office and time their arrival for after you are in Madrid. Packages mailed to the program are not always delivered directly to the WIP office. Instead, the postal service delivers a notification, and the package is held at the post office. If the package arrives in August or December when the office is closed, no one will pick it up and it will be returned to the United States.

Address packages to yourself in care of the WIP office. Use the full and complete address, including postal code. Limit yourself to suitcases, sturdy cardboard boxes and duffle bags. Do not send trunks or footlockers: doing so will be both expensive and a major hassle. Books can be sent by surface mail at special book rates.

According to Spanish law, you may not have prescription drugs sent to you from the U.S. You must bring a supply with you for the entire year, or go to a Spanish doctor to have the equivalent prescription (if available) prescribed to you in Spain. You must therefore know the main ingredients of any prescription drug you are taking in its generic name terms, since brand names are sometimes very different in Spain from their U.S. equivalent. Talk to your doctor before departing for Spain.

Important note: For customs purposes, the sender of any package sent to you will have to fill out a “green sticker” identifying the contents of the package. **WARNING:** The person sending you the

package will have to put an estimated value on the sticker. This is not for insurance purposes, but is considered the "commercial" value of the contents. Consequently, if the price is over a certain amount, you will be liable for customs duty here and may have to pay a tax to pick up your package. Therefore, be sure to put the value under \$50. Under "content" on the green slip write "No commercial value" and "used items for personal use" to explain the content of snacks and other things friends and family send you. This makes it clear that you are not importing merchandise and may help avoid paying an import tax. If the package contains a valuable item or document which must be sent, register it and keep the declared value low. iPods, computers and their components, CDs, DVDs, video games, cameras, and all other electronics are almost always stopped at customs and taxed according to Spanish law. The minimum tax is 16% of the estimated value of the item(s). Other duties and handling surcharges are also applied.

PREDEPARTURE READING

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It is strongly recommended that you read Spanish newspapers before arrival to become familiar with current issues. *El País* can be accessed at www.elpais.es and *El Mundo* at www.el-mundo.es. Another useful Web site is www.timeout.com/madrid, a city guide (in English) that gives you an idea of what to expect once you arrive.

SAFETY IN MADRID

Madrid is a big city, and you should take the same common sense security precautions there that you would in Chicago or New York. Traffic is very intense throughout the city and drivers quite unpredictable. Do not cross the street only based on the pedestrian crosswalk indicators. You should additionally look both ways and proceed with caution.

During your orientation week in Spain you will be advised about the kind of street-wise behavior that will help protect you from petty crime. **Twenty-five percent of program participants last year were victims of a petty crime incident.** Pickpocketing is the most common security issue you will face. To combat it, avoid carrying your passport or other important documents when you go out; instead, make a photocopy to keep with you at all times. Do not carry large sums of money on you, and keep an eye on your backpack, purse, and cell phone AT ALL TIMES, particularly in bars, discos, and cyber cafes. **Men should keep wallets in either shirt or front pants pocket and when women carry a purse we recommend a small one with the opening turned inward, on a strap across your body.**

An additional safety precaution necessary in Madrid is paying close attention to possible gas fumes from a malfunctioning *calentador* (water heater) in your home or apartment. If the apparatus is located in the bathroom, you might want to keep the window ajar while you're using it, just in case of a malfunction that could create carbon monoxide.

VACATION TRAVEL

Trains

For travel within Spain, investigate Spanish national rail passes or buy individual tickets from town to town. For travel outside Spain, check out Eurail passes, which permit travel throughout Western Europe for various periods at reduced cost. Eurail passes must be purchased in the U.S.

Rental Cars

Car rental fees in Europe are expensive, and gasoline costs considerably more than in the U.S. To rent a car from most companies, you must be 23 years old and have a major credit card. International driving permits are available in the United States through AAA.

Bicycles

Madrid is not a bicycle-friendly city, but WIP students have enjoyed rewarding cycling experiences in Spain. Various Madrid cycling clubs offer planned regional excursions. Special care must be taken in route planning and safety.

Planes

Commercial air travel within Europe is expensive; however, there are numerous student charters to interesting destinations, particularly at vacation time, at bargain prices. Check with the student travel bureaus in Madrid (TIVE, Forocio and Funiversal) for details.

Youth Hostels

Youth hostels provide clean, inexpensive, albeit spartan accommodations throughout Western Europe. You must have a hostel card to spend the night at official Hostelling International member hostels. You may apply for a hostel card online at www.hiayh.org/. Membership can also be purchased in Spain or at any youth hostel overseas. Call ahead for reservations in big cities or on weekends.

APPENDIX

HOUSING QUESTIONS

Familiarize yourself now with the vocabulary used here so that your housing search goes smoothly.

QUESTIONS TO ASK OVER THE PHONE

La Habitación y el piso:

1. ¿Es individual o doble? *Is the room a single or a double?*
2. ¿Cuánto vale? *How much is the monthly rent?*
3. ¿El precio incluye los gastos? ¿Cuales? *Are the utilities included in the price? Which ones?*
4. ¿Hay calefacción? ¿De qué tipo? ¿Es central o individual? *Is there heat? What kind? Is it central heating or individual? (if it is individual, ask ¿de gas o eléctrica?)*
5. ¿Hay fianza? ¿Cuánto? *Is there a deposit required? How much?*
6. ¿Hay contrato? ¿Por cuántos meses? ¿El contrato incluye el mes de junio? *Do I have to sign a contract? How long is it valid? Is the month of June included?*

El sitio:

7. ¿Dónde está? ¿En qué metro? ¿Cómo se escribe el nombre de la calle? *Where is the apartment? What metro stop is it? How do you spell the street name?*
8. ¿Hay teléfono fijo? ¿Para llamar, o sólo recibir llamadas? *Is there a telephone? Can you make calls or only receive them?*
9. ¿Hay internet en la casa? *Is there Internet in the apartment?*
10. ¿Hay lavadora? *Is there a washing machine?*
11. Soy de los Estados Unidos y estudio en la Complutense. ¿Hay más norteamericanos en la casa? ¿Hay más extranjeros en la casa? *I am from the U.S. and I study in the Complutense. Are there other Americans in this apartment? Are there other foreigners in the apartment?*
12. ¿Hay más habitaciones libres? *Are there more rooms open?*
13. ¿Cuántas personas viven en la casa? ¿Estudian o trabajan? *How many people live in the apartment? Do they study or work?*
14. ¿Hay fumadores en el piso? *Are there any smokers living here?*

QUESTIONS TO ASK ONCE YOU ARE THERE

15. ¿Cómo se pagan el alquiler y los gastos? *How are the monthly rent and utilities collected?*
16. ¿Puedo cocinar? ¿La cocina es eléctrica, de gas butano o de gas natural? *Can I cook here? Is the kitchen electric, butane gas or natural gas?*
17. ¿La cocina tiene todos los utensilios (platos, vasos, cubiertos, sartenes, etc.)? *Does the kitchen have all the utensils (plates, glasses, pots, pans, etc.)*
18. ¿Hay ropa de cama (sábanas, mantas)? *Is bedding provided (sheets and blankets)?*
19. Si hay alguna avería ¿A quién hay que llamar? *If there is some problem (with an installation or something inside the apartment), who do we call?*
20. ¿Cómo funcionan los aparatos eléctricos? ¿Hay que tener cuidado especial con alguno de ellos, o con la instalación eléctrica de la casa? *How do the electronic devices work? Should special care be used with any of them?*

QUESTIONS TO ASK A SEÑORA

21. ¿Está incluido el lavado de ropa? ¿Lava Ud. la ropa o lo hacemos nosotros? *Is laundry included? Do you wash the clothes or do we?*
22. ¿Puedo recibir visitas durante el día? ¿Compañeros de mi programa? *Can I have visitors during the day? Friends from the program?*
23. ¿La habitación tiene mesa y lámpara para estudiar? ¿Y armario? *Does the room have a table and lamp for studying? And a closet?*
24. ¿Tengo libertad para entrar y salir? ¿Me da Ud. llave de la casa? *Do I have the freedom to come and go? Am I given a key to the house?*

Think about what your priorities are for your living situation and get familiar with the vocabulary you need to discuss them. You should ask the most important questions over the phone before you go to see the apartment. Try to minimize the time you spend going to see apartments that don't interest you because one of the important conditions you have will not be met.